



## **Academy of Veterinary Nutrition Technicians**

### **AVNT Application Process**

The Academy of Veterinary Nutrition Technicians, Inc. (AVNT) would like to thank you for your interest in becoming a Veterinary Technician Specialist in Nutrition– VTS (nutrition). The mission of the Academy of Veterinary Nutrition Technicians (AVNT) is to advance the area of and promote excellence in the discipline of veterinary nutrition. The AVNT provides a process by which veterinary technicians may become certified as a Veterinary Technician Specialist (VTS) in the field of nutrition thereby increasing the competence of those practicing in the field of veterinary nutrition. The AVNT mission is to enhance the skills and knowledge of veterinary nutrition technicians and promote technicians as integral members of the veterinary nutrition team. The requirements of the AVNT are rigorous, but are not designed to be obstacles to prevent candidates from becoming certified. The requirements are intended to assure the public and the profession, that technicians certified by the AVNT are truly qualified.

### **APPLICATION INSTRUCTIONS**

Please read the AVNT candidate requirements which are found on the AVNT website ([www.nutritiontechs.org](http://www.nutritiontechs.org)). The candidate section on the website will clarify the required work experience, time periods, and letters of recommendation.

Complete each step delineated on the AVNT Checklist that correspond in numerical order with these instructions. Include **all** of the following items in your application packet:

1. An electronic scan of your diploma or current certificate from your state's credentialing agency. Proof of year of graduation and/or first year of credentialing should be evident from these documents. If not, please provide additional proof of length of time since graduation and/or credentialing
2. Sign the Waiver, Release and Indemnity Agreement Form.
3. Complete the Professional History and Employment Form. Three years/minimum 5,500 hours work experience or its equivalent with not less than 75% of their experience (a minimum of 4,000 hours) being dedicated to the specialty of veterinary nutrition. All experience must be within three years of application. Further verification may be required in the form of pay stubs or a letter from your employer(s).
4. Proof of NAVTA membership

5. Complete the AVNT Continuing Education Form (this form must be used, no substitutions please). A minimum of forty (40) continuing education (CE) hours related to veterinary nutrition. The continuing education must be completed within the last three (3) years immediately prior to submitting the application. At least ten (10) hours of the CE must be completed within the year of application. Proof of CE completion must be submitted. Scanned copies of attendance certificates must be included in your application packet. A detailed listing of courses attended or proceedings outline is required; CE may not be listed by conference (e.g., do not list 'ACVIM 20 hours' on the form; actual lecture titles and presenters must be included). CE attended before graduation from an AVMA accredited program or before credentialing by a state will not qualify. All CE must be completed within the last three years immediately prior to the application submission deadline. CE must meet RACE (Registry of Approved Continuing Education) certification requirements or its equivalent (as determined by the AVNT credentialing committee). Use additional forms as necessary. Further verification of CE attendance such as receipts or proceedings may be required.
6. Complete the Advanced Veterinary Nutrition Technician Skills Form. Provide documentary evidence of advanced competence in the selected area of specialization of internal medicine through clinical experience, as demonstrated by completion of the Advanced Veterinary Nutrition Technician skill form. You will also need to cross reference these skills on your case logs. You are not required to reference every skill in your case logs, but you are encouraged to do so. AVNT candidates must demonstrate mastery of **80%** of the skills for the application packet. Mastery is defined as "consistently being able to perform with great skill and/or knowledge without being coached or directed". Each skill should be verified and signed by the DVM or VTS who is the most qualified to verify the skill. In order of preference - Diplomate or VTS in ACVN or AVNT (charter members); Diplomate or VTS in Internal Medicine; Diplomate or VTS in Emergency & Critical Care; Diplomate in Practice or Surgery; Licensed DVM who is a member of the AAVN. If none of these Diplomates or VTS is available the Academy will accept verification by a licensed DVM with a letter from them stating that no Diplomate or VTS is easily available for the candidate to utilize.
7. Completed Advanced Academy of Veterinary Nutrition Technicians Specialty Knowledge List Sign off sheet. DVM or VTS who is the most qualified to verify the knowledge. In order of preference - Diplomate or VTS in ACVN or AVNT (charter members); Diplomate or VTS in Internal Medicine; Diplomate or VTS in Emergency & Critical Care; Diplomate in Practice or Surgery; Licensed DVM who is a member of the AAVN. If none of these Diplomates or VTS is available the Academy will accept verification by a licensed DVM with a letter from them stating that no Diplomate or VTS is easily available for the candidate to utilize.
8. Case log: The Case Logs should include cases from October 1st of the preceding year through September 30<sup>th</sup> of the year of application. The AVNT case log form format must be utilized. Brevity is required so please only include information pertinent to the case. A minimum of forty cases must be recorded. Cases may be rejected; therefore

applicants are encouraged to submit more than 40 cases, with a maximum number of 60 cases. Submit your Case Log in sequential pages, oldest to newest. Multiple visits by the same patient count as only 1 case unless presented for an entirely new problem. They can be utilized to demonstrate advanced nursing skills but they will not count towards your total case count after the initial entry. Cases should demonstrate your mastery of the advanced skills required by an AVNT candidate **and** must be cross referenced in your skills log. Basic technician skills can be listed but advanced skills must also be represented for a case to qualify. Every effort to document your advanced nutrition skills should be reflected in your case selection. You are encouraged to select cases that demonstrate more than one advanced skill. Include a copy of the abbreviation list that you use in your logs with the case log report.

Diagnosis is the working, tentative, or differential diagnosis of the patient, not a problem list. Outcome is intended to relay information on the case to the credentialing committee and should include your participation. For example - acceptable - "discharged to client with instructions on (specific) home care". Not acceptable - "discharged"

9. Select five Case Reports from your Case Log Form.

All Case Reports must be:

- a. The case reports must be written in a 3<sup>rd</sup> person narrative style, with attention given to editorial detail as if they were to be submitted for publication. Grammar and spelling should be flawless. Reports must be double spaced using Times New Roman; font size 11, margins of 1.0" at top, bottom and sides; and be limited to five pages of single sided text. All pages must be numbered in the upper right hand corner. Each individual case report must be stapled in the upper left hand corner (hard copies). **Reports not meeting these criteria will not be evaluated further.**
- b. Each report must have the following: **CASE REPORT # \_\_\_\_\_, APPLICANT NAME, font size 12, all caps, bold; Headings capitalized font size 11, bold;** body font size 11. Reports not meeting these criteria will not be evaluated further.
- c. Applicants should consider the following guidelines regarding the information to be included in case reports:
  - I. Select cases that will demonstrate your expertise in nutritional management. Be sure that information such as the patient's name, identification number, and date the case was seen is included in the report.
  - II. The case report should describe, in detail, how the patient was diagnosed and treated, and specifically demonstrate how you used your knowledge, skills and experience to assist the veterinarian in diagnosing and treating the patient.
  - III. It is important that the information in your case report can be clearly understood. Present each case in a logical manner, check spelling, use generic drug names, and define any abbreviations that are not commonly used. It is important to show that *you* participated in the diagnosis,

treatment, nutritional management, and nursing of the patient and were not just an observer. It is also important to demonstrate *your* depth and comprehension of knowledge about the case that you have chosen.

- IV. Consider some of the following ways of demonstrating your knowledge and experience:
- a. Show how your observations, physical examination, and history-taking assisted the veterinarian with the diagnosis. "I" statements are allowed.
  - b. Explain why an observation was important or why you asked a certain question while taking the history.
  - c. Describe the procedures you assisted with or performed. Explain why the procedure was indicated, possible contraindications, and nursing care requirements.
  - d. Describe how you assisted the veterinarian in treating the patient.
  - e. Explain how you helped determine whether the patient's treatment was being effective.
    - i. Explain how your observations and monitoring helped the veterinarian modify the patient's treatment.
    - ii. Explain your role in planning the patient's care.
    - iii. Show your understanding of the problem being treated. Brief explanations of pathophysiology help to demonstrate your knowledge base.
  - f. Assessment of current nutrition knowledge
    - i. Describe and discuss appropriateness of current diet/ration and intake
    - ii. Describe and discuss appropriateness of current feeding method
  - g. Nutritional Recommendations.
    - i. Describe and justify nutritional and (or) dietary recommendations including, when appropriate:
      - A. Nutritional products, diets, foods, feeds or rations
      - B. Feeding method
      - C. Expected outcome
      - D. Concurrent medical or surgical therapies and nutritional implications
      - E. Recommended follow-up
      - F. Prognosis with regard to nutritional recommendations
  - h. Reassessment/Outcome/Follow-up.
    - i. Explain how reassessment data do/do not support nutritional recommendations including, when appropriate:
      - A. Clinical signs
      - B. Physical exam findings including BW and BCS
      - C. Production data
      - D. Laboratory and other clinical test results

- E. Justify any additional modifications to nutritional recommendations
- i. Overall
  - a. Should demonstrate an understanding of the case which includes detailed discussions of the disease process. Including possible etiologies, diagnostics, procedures, treatments, goals of therapy, medications and the reason for their use, and alternative or suggested procedures or treatments.
  - a. Should demonstrate your mastery of the advanced nutrition skills. Every effort to document a wide variety of your advanced nutrition skills should be reflected in your case selection. Basic technician skills do not need to be listed.
  - b. Should represent differing clinical disease processes. Please be thorough and describe diagnostics, case management, therapies, and pathophysiology.
  - c. Pharmaceuticals **must** use generic names and include frequency, dosage and amount administered. Generic drugs are not capitalized unless beginning a sentence. Name brand drugs are capitalized and should include a trademark superscript after the name. For example - vincristine (Oncovin<sup>®</sup>)
  - d. All abnormal laboratory or ancillary tests should be discussed, including their involvement in the elimination of differential diagnoses.
  - e. Appendices may include laboratory data, radiology reports, ECGs, ultrasound reports, cytology reports, pathology reports, microbiology and serology reports and should be typed and dated (day 1, etc.).
  - f. A thorough patient history is encouraged, including vaccination, travel history, housing, diet, and for neonates include gestational history, gestational age, parturient history, and health of the dam.
  - g. Narrative should follow a problem oriented medical record.
  - h. Spelling and grammar **must be** flawless.
  - i. Abbreviations must be expanded at first mention and shown in parentheses. A complete list of accepted abbreviations without expansion is available on the website.
  - j. All Case Reports must be the original work of the applicant and become the property of AVNT. Plagiarism

will not be tolerated and the entire application will not be accepted.

- k. Specific individual laboratory data appendices should be included in each word processing file.
  - b. A Case Report Outline has been posted on the AVNT website.
10. Three electronically completed Potential Examination Questions specific to the area of specialty. Multiple choice with references from the accepted reading list. No true/false or fill in the blank accepted. Must use guidelines posted on AVNT web site.
  11. Two (2) letters of recommendations from the following four (4) categories: a VTS (Nutrition) member, a supervising/supporting veterinarian, a veterinarian who is a member of the American Academy of Veterinary Nutrition, or a Diplomate of the American College of Veterinary Nutrition, American College of Veterinary Internal Medicine, and other Diplomates deemed appropriate by the Regents. Until sufficient VTS (Nutrition) are established, recommendations will be accepted from individuals credentialed as VTS (Emergency & Critical Care), VTS (Internal Medicine) and Diplomates in Emergency & Critical Care, or Veterinary Practice. Letters of recommendation are submitted directly to the AVNT Application Committee by the letter writers and are due by September 1<sup>st</sup> of the application year. Submittal can be electronic or hard copy and mailed.
  12. You will submit one folder with everything included, 1 CD ROM or flash drive, and 1 complete set of hard copied required paper documents. Please do not use binding methods. The applicant is encouraged to retain an additional copy of all submitted material. One (1) complete application must be submitted on a CD ROM or flash drive (thumb drive) except as noted above (letters of reference). All applications become the property of AVNT. CD-R or drive must be labeled with your name and will not be returned to the applicant.
  13. Include the application fee of \$50, by check or money order, payable to AVNT and submitted to the address to be announced on the website prior to the deadline.

All applications **must** be received by AVNT no later than October 1, of the application year. Material arriving after this date will **not** be accepted. You are encouraged to use delivery confirmation (i.e., guaranteed delivery with tracking number, certified delivery with tracking number, etc). If also requiring a signature for delivery, please submit the application one week early. Retain all receipts for guaranteed delivery in the event your package does not arrive as scheduled. AVNT is not responsible for late, lost, misdirected or otherwise delayed delivery. AVNT will not accept any packages after the above deadline for any reason except where proof of package delivery can be provided. Applicants that do not meet the basic requirements will be denied and their applications will not be fully reviewed. Rejected applications are subject to appeal. Appeals must be requested in writing to the AVNT Appeal Committee before the date given in the notification letter. The AVNT Appeals Committee is required to review and rule on

appeal status within 60 days of the receipt of appeal request. Decisions of the Appeals Committee are final.

For successful applications the examination fee (\$200.00) is due to AVNT no later than February 1, of the exam year. Applicants may request an examination fee refund if written notification is received at the AVNT office by March 1 of the exam year. It is the responsibility of the applicant to insure that his or her application is complete. The AVNT Credentialing Committee is not responsible for incomplete applications. Questions should be addressed to the Credentialing Chair.